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July to September 1989

# EMPLOYER TRAINING EXPENDITURE AUSTRALIA



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## EMPLOYER TRAINING EXPENDITURE

### AUSTRALIA

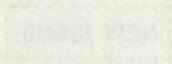
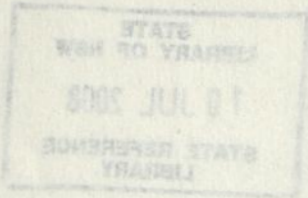
JULY TO SEPTEMBER 1989

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EMPLOYER TRAINING EXPENDITURE

AUSTRALIA

JULY TO SEPTEMBER 1999

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## SUMMARY OF FINDINGS

## Overview

During the three months July to September 1989 Australian employers spent an amount equivalent to 2.2 per cent of gross wages and salaries on the formal training of their employees. This represents \$133 per employee, or five and a half hours of training per employee (see Table 1). Most employers reported that training expenditure during the September quarter was representative of the other quarters in 1989.

## Employers who reported training expenditure

Only 22 per cent of all employers reported formal training expenditure during the period (see Table 1). Although they employed approximately three quarters of all Australian employees, not all of these employees received training during the period.

Overall, employers who provided training spent 2.9 per cent of gross wages and salaries on training. This represents \$182, or nearly 8 hours of training received per employee (see Table 2).

## Size

Employers with a large number of employees spent a higher proportion of gross wages and salaries on formal training than did those with few employees (see Diagram 1). Taken over all employers, large employers

(with 100 or more employees) spent 2.8 per cent of gross wages and salaries. By contrast, medium employers (with 20 to 99 employees) spent 1.3 per cent, and small employers (with 1 to 19 employees) spent 0.9 per cent on formal training during the quarter (see Table 1).

More large employers (88 per cent) reported formal training expenditure than did either medium (48 per cent) or small employers (18 per cent) (see Table 1).

Of employers who reported training expenditure, small employers spent a higher percentage of gross wages and salaries (3.4 per cent) and provided more training per employee (14 hours) than did medium (2.2 per cent and six and a half hours) or large employers (2.9 per cent and seven and a half hours) (see Table 2).

The size perspective can also be expressed in terms of employers' gross wages and salaries. Employers with quarterly gross wages and salaries of \$50,000 (i.e. \$200,000 per annum) or more spent an estimated 2.4 per cent of their gross wages and salaries on formal training, and those with gross wages and salaries of less than \$50,000 spent an estimated 0.9 per cent (see Table 3).

DIAGRAM 1. AVERAGE TRAINING EXPENDITURE - ALL EMPLOYERS  
EMPLOYER SIZE, JULY TO SEPTEMBER 1989  
Per cent of gross wages and salaries

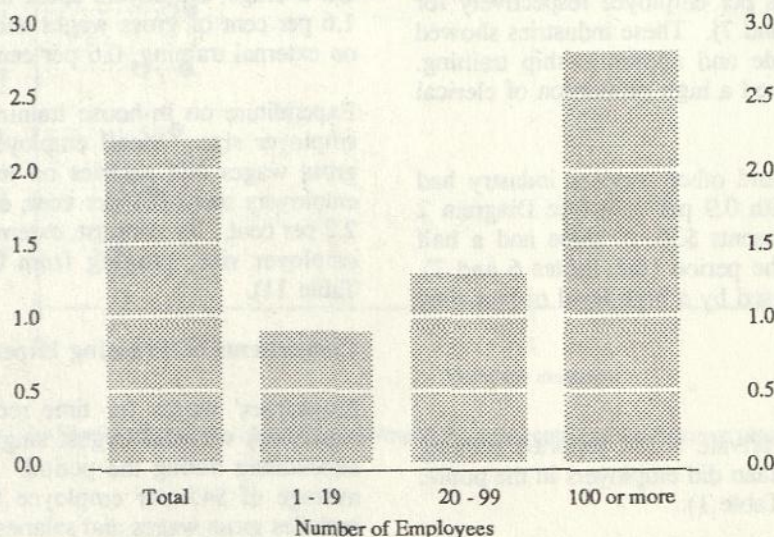
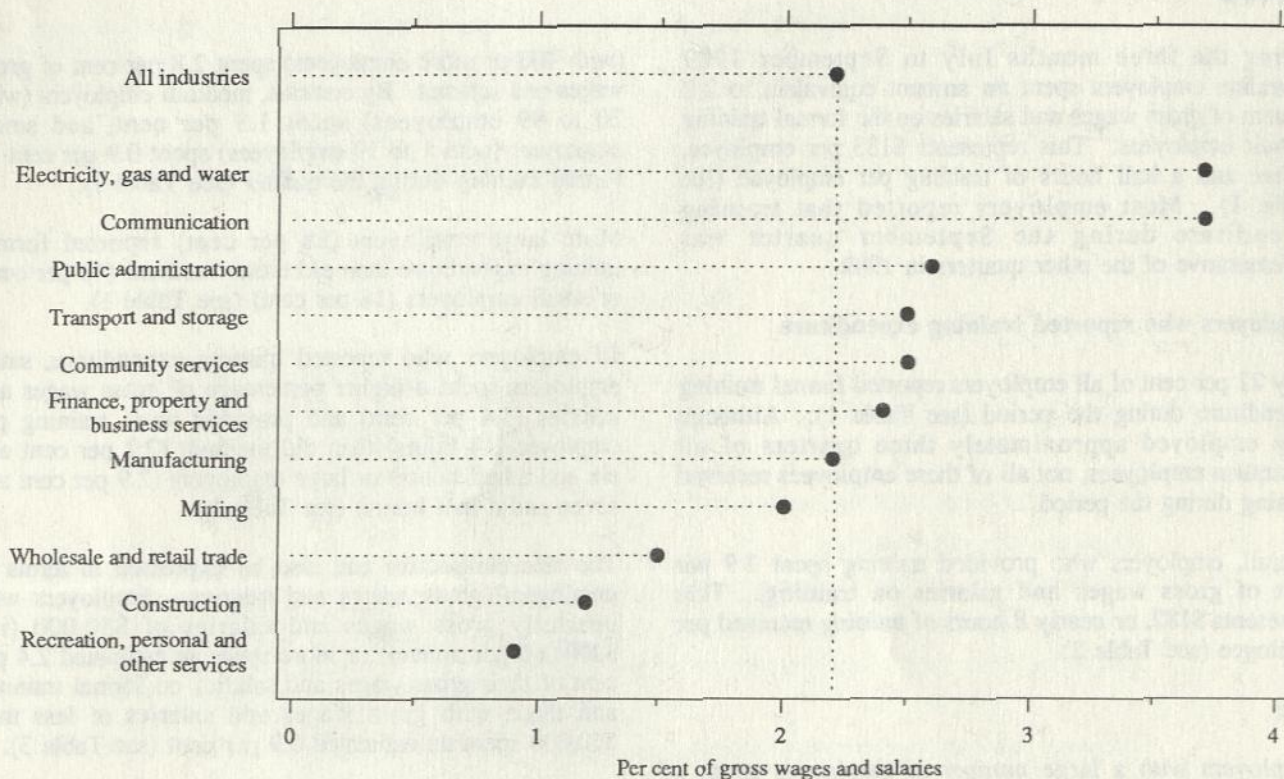




DIAGRAM 2. AVERAGE TRAINING EXPENDITURE - ALL EMPLOYERS  
INDUSTRY, JULY TO SEPTEMBER 1989



### Industry

The electricity, gas and water industry and the communication industry had the highest expenditure on formal training, equivalent to 3.7 per cent of gross wages and salaries (see Diagram 2 and Table 5). This represents \$274 and \$262 per employee respectively, or ten and a half hours and nine hours per employee respectively for the period (see Tables 6 and 7). These industries showed a high proportion of trade and apprenticeship training. Communication also showed a high proportion of clerical and sales training.

The recreation, personal and other services industry had the lowest expenditure with 0.9 per cent (see Diagram 2 and Table 5). This represents \$36, or three and a half hours per employee for the period (see Tables 6 and 7). This industry is characterised by a high level of part-time employment.

### Sector

Fewer employers in the private sector reported training expenditure (21 per cent) than did employers in the public sector (61 per cent) (see Table 1).

Employers in the private sector spent 1.7 per cent and public sector employers spent 3.3 per cent of gross wages and salaries on formal training (see Table 1).

In the public sector, public trading enterprises spent 4.1 per cent of gross wages and salaries on training for the

period. By contrast, public non-trading organisations spent 2.9 per cent (see Table 10).

### In-house and External Training

On average, employers spent more on in-house training, 1.6 per cent of gross wages and salaries, than they spent on external training, 0.6 per cent (see Table 10).

Expenditure on in-house training varied considerably by employer size. Small employers spent 0.3 per cent of gross wages and salaries on in-house training; medium employers spent 0.7 per cent; and large employers spent 2.2 per cent. By contrast, external training varied little by employer size, ranging from 0.5 to 0.6 per cent (see Table 11).

### Components of Training Expenditure

Employees' wages for time receiving training (\$69 per employee) was the largest single component of training expenditure during the period. Employers also spent an average of \$45 per employee for trainers' costs which includes gross wages and salaries for employees providing training, consultants fees, and training institution fees. A further \$19 per employee was spent on other items such as training equipment, travel, meals, accommodation, consumables, training rooms, and payments to industry training bodies (see Table 9).



### Fields of Training

Formal training was classified according to the main content of the course or program. Most time was spent receiving trade and apprenticeship training with an average of 1 hour and 38 minutes per employee (see Diagram 3). This was mostly external training (1 hour and 6 minutes) (see Table 12).

The fields of training in which the least training was undertaken were health and safety training and other training with an average of 14 and 10 minutes per employee respectively (see Table 12).

### State

Employers in New South Wales and in South Australia reported the highest total training expenditure with an average of 2.5 per cent of gross wages and salaries. Employers in Western Australia and Tasmania reported the lowest with an average of 1.6 per cent (see Table 14).

Employers in New South Wales who reported training expenditure spent 3.1 per cent of gross wages and salaries on training. Those in Western Australia and Tasmania spent 2.1 per cent (see Table 15).

DIAGRAM 3. AVERAGE PAID TRAINING TIME PER EMPLOYEE - ALL EMPLOYERS  
FIELD OF TRAINING(a), JULY TO SEPTEMBER 1989

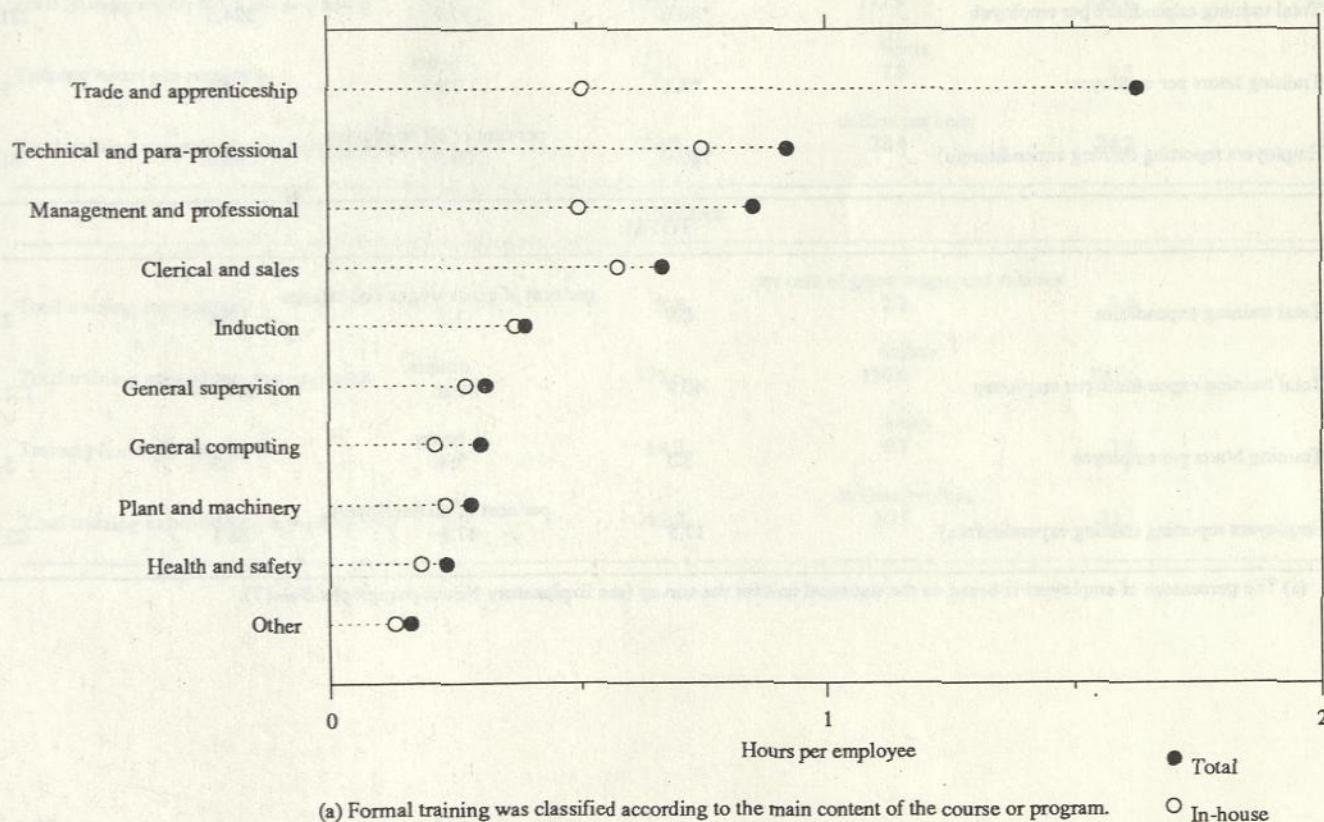




TABLE 1. AVERAGE TRAINING EXPENDITURE — ALL EMPLOYERS  
SECTOR BY EMPLOYER SIZE, JULY TO SEPTEMBER 1989

	<i>1 - 19 employees</i>	<i>20 - 99 employees</i>	<i>100 or more employees</i>	<i>Total</i>
PRIVATE				
Total training expenditure	0.9	per cent of gross wages and salaries 1.2	2.4	1.7
Total training expenditure per employee	41.0	dollars 65.7	149.5	97.5
Training hours per employee	3.4	hours 3.2	5.6	4.4
Employers reporting training expenditure(a)	17.4	per cent of all employers 46.0	85.0	21.4
PUBLIC				
Total training expenditure	*0.6	per cent of gross wages and salaries 2.9	3.3	3.3
Total training expenditure per employee	*30.6	dollars 177.9	224.5	221.5
Training hours per employee	*1.1	hours 7.9	9.3	9.2
Employers reporting training expenditure(a)	*26.9	per cent of all employers 100.0	98.8	61.4
TOTAL				
Total training expenditure	0.9	per cent of gross wages and salaries 1.3	2.8	2.2
Total training expenditure per employee	40.9	dollars 70.6	183.5	132.9
Training hours per employee	3.3	hours 3.4	7.3	5.7
Employers reporting training expenditure(a)	17.5	per cent of all employers 47.8	88.1	22.1

(a) The percentage of employers is based on the statistical unit for the survey (see Explanatory Notes, paragraphs 6 and 7).



TABLE 2. AVERAGE TRAINING EXPENDITURE — EMPLOYERS REPORTING TRAINING EXPENDITURE  
SECTOR BY EMPLOYER SIZE, JULY TO SEPTEMBER 1989

	1 - 19 employees	20 - 99 employees	100 or more employees	Total
PRIVATE				
Total training expenditure	3.4	per cent of gross wages and salaries 2.1	2.6	2.6
Total training expenditure per employee	175.4	dollars 132.8	160.1	156.1
Training hours per employee	14.4	hours 6.5	6.0	7.0
Total training expenditure per training hour	12.2	dollars per hour 20.3	26.5	22.3
PUBLIC				
Total training expenditure	*1.1	per cent of gross wages and salaries 2.9	3.3	3.3
Total training expenditure per employee	*75.7	dollars 177.9	224.8	222.9
Training hours per employee	*2.7	hours 7.9	9.3	9.2
Total training expenditure per training hour	*28.3	dollars per hour 22.4	24.2	24.2
TOTAL				
Total training expenditure	3.4	per cent of gross wages and salaries 2.2	2.9	2.9
Total training expenditure per employee	173.4	dollars 136.6	190.6	182.0
Training hours per employee	14.2	hours 6.7	7.6	7.9
Total training expenditure per training hour	12.2	dollars per hour 20.5	25.2	23.1



TABLE 3. AVERAGE TRAINING EXPENDITURE — ALL EMPLOYERS  
SECTOR BY EMPLOYER WAGE SIZE, JULY TO SEPTEMBER 1989

	less than \$50,000	\$50,000 and over	Total
PRIVATE			
Total training expenditure	per cent of gross wages and salaries 0.9	1.9	1.7
Total training expenditure per employee	34.6	dollars 113.1	97.5
Training hours per employee	3.8	hours 4.5	4.4
Employers reporting training expenditure(a)	15.5	per cent of all employers 42.3	21.4
PUBLIC			
Total training expenditure	per cent of gross wages and salaries *1.4	3.3	3.3
Total training expenditure per employee	*44.3	dollars 222.5	221.5
Training hours per employee	*2.2	hours 9.2	9.2
Employers reporting training expenditure(a)	*18.8	per cent of all employers 96.2	61.4
TOTAL			
Total training expenditure	per cent of gross wages and salaries 0.9	2.4	2.2
Total training expenditure per employee	34.7	dollars 149.3	132.9
Training hours per employee	3.7	hours 6.1	5.7
Employers reporting training expenditure(a)	15.6	per cent of all employers 44.5	22.1

(a) The percentage of employers is based on the statistical unit for the survey (see Explanatory Notes, paragraphs 6 and 7).



TABLE 4. AVERAGE TRAINING EXPENDITURE — EMPLOYERS REPORTING TRAINING EXPENDITURE  
SECTOR BY EMPLOYER WAGE SIZE, JULY TO SEPTEMBER 1989

	<i>less than \$50,000</i>	<i>\$50,000 and over</i>	<i>Total</i>
PRIVATE			
Total training expenditure	per cent of gross wages and salaries 4.5	2.5	2.6
Total training expenditure per employee	183.2	dollars 154.3	156.1
Training hours per employee	19.9	hours 6.2	7.0
Total training expenditure per training hour	9.2	dollars per hour 25.0	22.3
PUBLIC			
Total training expenditure	per cent of gross wages and salaries *7.2	3.3	3.3
Total training expenditure per employee	160.1	dollars 223.0	222.9
Training hours per employee	7.9	hours 9.2	9.2
Total training expenditure per training hour	*20.2	dollars per hour 24.2	24.2
TOTAL			
Total training expenditure	per cent of gross wages and salaries 4.5	2.8	2.9
Total training expenditure per employee	182.9	dollars 182.0	182.0
Training hours per employee	19.7	hours 7.4	7.9
Total training expenditure per training hour	9.3	dollars per hour 24.6	23.1



TABLE 5. AVERAGE TRAINING EXPENDITURE — ALL EMPLOYERS  
SECTOR BY INDUSTRY, JULY TO SEPTEMBER 1989

Industry	Private			Total Private and Public		
	In-house	External	Total	In-house	External	Total
per cent of gross wages and salaries						
Mining	*1.4	*0.5	*1.9	*1.5	0.5	2.0
Manufacturing	1.4	0.7	2.1	1.5	0.7	2.2
Electricity, gas and water	3.0	0.9	4.0	2.8	1.0	3.7
Construction	*0.1	0.7	0.8	*0.6	0.7	1.2
Wholesale and retail trade	1.0	0.5	1.5	1.0	0.5	1.5
Transport and storage	*0.4	*0.5	*0.9	2.1	*0.4	2.5
Communication	*0.7	*0.5	*1.1	3.2	0.5	3.7
Finance, property and business services	1.6	0.7	2.3	1.7	0.7	2.4
Public administration and defence	..	..	..	1.9	0.7	2.6
Community services	0.8	0.5	1.3	2.0	0.5	2.5
Recreational, personal and other services	*0.2	*0.6	*0.8	*0.3	*0.6	0.9
All industries	1.1	0.6	1.7	1.6	0.6	2.2

TABLE 6. AVERAGE TRAINING EXPENDITURE PER EMPLOYEE — ALL EMPLOYERS  
SECTOR BY INDUSTRY, JULY TO SEPTEMBER 1989

Industry	Private			Total Private and Public		
	In-house	External	Total	In-house	External	Total
dollars per employee						
Mining	*135.1	*44.3	*179.4	*143.0	*43.0	*186.0
Manufacturing	93.2	42.6	135.8	99.0	43.0	142.0
Electricity, gas and water	229.6	71.4	301.0	201.9	71.7	273.6
Construction	*7.6	*43.8	51.4	*39.0	44.3	83.2
Wholesale and retail trade	46.5	26.0	72.5	46.9	26.4	73.3
Transport and storage	*25.2	*31.3	*56.5	144.8	*30.6	175.4
Communication	*45.0	*32.6	*77.6	228.2	34.3	262.4
Finance, property and business services	100.8	43.2	144.1	107.6	43.0	150.6
Public administration and defence	..	..	..	128.8	45.3	174.1
Community services	*36.6	22.4	58.9	113.2	28.8	142.0
Recreational, personal and other services	*6.4	*22.4	28.8	*13.0	23.1	36.1
All industries	63.7	33.9	97.5	97.1	35.8	132.9



TABLE 7. AVERAGE PAID TRAINING TIME PER EMPLOYEE(a) — ALL EMPLOYERS  
SECTOR BY INDUSTRY, JULY TO SEPTEMBER 1989

Industry	Private			Total Private and Public		
	In-house	External	Total	In-house	External	Total
	hours per employee					
Mining	*4.2	*1.8	*6.0	4.8	1.9	6.7
Manufacturing	3.7	2.4	6.1	4.1	2.4	6.5
Electricity, gas and water	6.7	3.6	10.3	7.1	3.4	10.4
Construction	*0.2	*4.9	*5.2	*1.5	*4.4	5.9
Wholesale and retail trade	1.9	2.5	4.4	1.9	2.5	4.4
Transport and storage	*0.9	*0.6	*1.5	3.5	1.2	4.8
Communication	*2.4	*1.3	*3.7	8.0	1.1	9.1
Finance, property and business services	2.9	1.2	4.2	3.4	1.2	4.6
Public administration and defence	..	..	..	4.6	1.6	6.2
Community services	1.4	0.9	2.3	5.4	1.4	6.7
Recreational, personal and other services	*0.3	*3.2	*3.5	*0.6	*3.0	*3.6
All industries	2.3	2.1	4.4	3.7	2.0	5.7

(a) The total time receiving formal training averaged over the total number of employees.

TABLE 8. AVERAGE PAID TRAINING TIME PER EMPLOYEE(a) — EMPLOYERS REPORTING TRAINING EXPENDITURE  
SECTOR BY INDUSTRY, JULY TO SEPTEMBER 1989

Industry	Private			Total Private and Public		
	In-house	External	Total	In-house	External	Total
	hours per employee					
Mining	*4.4	*1.9	*6.3	5.0	2.0	7.0
Manufacturing	5.0	3.2	8.1	5.4	3.2	8.6
Electricity, gas and water	6.8	3.6	10.4	7.1	3.4	10.5
Construction	*0.4	*8.8	*9.2	*2.3	6.9	9.3
Wholesale and retail trade	3.2	4.2	7.4	3.2	4.2	7.4
Transport and storage	*2.2	1.6	*3.8	5.2	1.8	7.0
Communication	*3.0	*1.7	*4.6	8.0	1.1	9.1
Finance, property and business services	4.2	1.7	5.9	4.6	1.7	6.3
Public administration and defence	..	..	..	4.6	1.6	6.2
Community services	2.6	1.7	4.3	6.8	1.7	8.5
Recreational, personal and other services	*1.0	*10.6	11.6	*1.7	*8.7	10.4
All industries	3.7	3.3	7.0	5.1	2.8	7.9

(a) The total time receiving formal training averaged over the total number of employees.



TABLE 9. COMPOSITION OF AVERAGE TRAINING EXPENDITURE — ALL EMPLOYERS  
SECTOR, JULY TO SEPTEMBER 1989

<i>Components of expenditure</i>	<i>Private</i>	<i>Public</i>	<i>Total</i>
	<i>dollars per employee</i>		
<i>Employees' wages and salaries for time receiving training</i>	51.5	113.3	69.1
<i>Trainers' costs (including fees)</i>	32.9	76.4	45.3
Wages and salaries for time providing training	15.9	58.1	28.0
Fees to consultants and institutions	16.9	18.3	17.3
<i>Other expenditure</i>	13.2	31.7	18.5
Equipment	2.0	8.3	3.8
Travel, accommodation and meals	6.9	12.8	8.6
Training rooms	1.8	5.9	3.0
Payments to industry training bodies	*0.6	*1.2	*0.7
Other(a)	2.0	3.6	2.4
 Total wages and salaries costs(b)	 67.4	 171.4	 97.1
Total costs other than wages and salaries(c)	30.1	50.0	35.8
 Total training expenditure	 97.5	 221.5	 132.9
Training subsidies received	3.2	2.5	3.0
Net training expenditure	94.4	218.9	129.9

(a) Materials, books, computer based training packages, printing, etc. (b) Employees' gross wages and salaries for time receiving and providing training. (c) Fees to consultants and institutions, and Other expenditure.

TABLE 10. IN-HOUSE AND EXTERNAL AVERAGE TRAINING EXPENDITURE — ALL EMPLOYERS  
SECTOR, JULY TO SEPTEMBER 1989

	<i>Private</i>	<i>Public Trading</i>	<i>Public Non-trading</i>	<i>Public Total</i>	<i>Total</i>
	<i>per cent of gross wages and salaries</i>				
<i>Total wages and salaries costs(a)</i>	1.2	2.8	2.4	2.5	1.6
In-house	0.8	2.4	2.1	2.2	1.3
External	0.4	0.4	0.4	0.4	0.4
<i>Total costs other than wages and salaries(b)</i>	0.5	1.4	0.5	0.7	0.6
In-house	0.3	1.1	0.3	0.5	0.4
External	0.2	0.3	0.2	0.2	0.2
 Total in-house	 1.1	 3.5	 2.3	 2.7	 1.6
Total external	0.6	0.7	0.6	0.6	0.6
 Total	 1.7	 4.1	 2.9	 3.3	 2.2

(a) Employees' gross wages and salaries for time receiving and providing training. (b) Fees to consultants and institutions, and Other expenditure.



TABLE 11. COMPOSITION OF AVERAGE TRAINING EXPENDITURE — ALL EMPLOYERS  
SECTOR BY EMPLOYER SIZE, JULY TO SEPTEMBER 1989

Components of expenditure	1 - 19 employees	20 - 99 employees	100 or more employees	Total
PRIVATE				
per cent of gross wages and salaries				
Employees' wages and salaries for time receiving training	0.5	0.7	1.2	0.9
In-house training	0.1	0.4	0.9	0.6
External training	0.4	0.3	0.3	0.4
Trainers' costs (including fees)	0.3	0.3	0.9	0.6
Other expenditure	*0.1	0.2	0.3	0.2
Total wages and salaries costs(a)	0.6	0.8	1.7	1.2
Total costs other than wages and salaries(b)	*0.3	0.3	0.8	0.5
Total in-house	*0.4	0.6	1.8	1.1
Total external	0.5	0.5	0.7	0.6
Total	0.9	1.2	2.4	1.7
TOTAL PRIVATE AND PUBLIC				
per cent of gross wages and salaries				
Employees' wages and salaries for time receiving training	0.5	0.8	1.4	1.2
In-house training	0.1	0.4	1.1	0.8
External training	0.4	0.4	0.3	0.4
Trainers' costs (including fees)	0.2	0.3	1.0	0.8
Other expenditure	*0.1	0.2	0.4	0.3
Total wages and salaries costs(a)	0.6	0.9	2.1	1.6
Total costs other than wages and salaries(b)	*0.3	0.4	0.7	0.6
Total in-house	*0.3	0.7	2.2	1.6
Total external	0.5	0.6	0.6	0.6
Total	0.9	1.3	2.8	2.2

(a) Employees' gross wages and salaries for time receiving and providing training. (b) Fees to consultants and institutions, and Other expenditure.



TABLE 12. AVERAGE PAID TRAINING TIME PER EMPLOYEE(a) — ALL EMPLOYERS  
FIELD OF TRAINING BY SECTOR, JULY TO SEPTEMBER 1989

<i>Field of training(b)</i>	<i>In-house</i>	<i>External</i>	<i>Total</i>
PRIVATE			
	hours per employee		
Induction	0.34	*0.01	0.35
General supervision	0.26	*0.04	0.30
General computing	0.18	0.06	0.24
Health and safety	0.12	0.05	0.17
Management and professional	0.35	0.27	0.62
Technical and para-professional	0.09	0.07	0.16
Trade and apprenticeship	0.30	1.45	1.75
Clerical, sales	0.34	0.08	0.42
Plant and machinery	0.22	*0.05	0.28
Other	0.08	*0.02	0.10
<i>All fields</i>	<i>2.29</i>	<i>2.09</i>	<i>4.38</i>
PUBLIC			
	hours per employee		
Induction	0.49	*0.00	0.49
General supervision	0.30	0.05	0.35
General computing	0.30	0.15	0.45
Health and safety	0.30	0.07	0.38
Management and professional	0.88	0.55	1.42
Technical and para-professional	2.42	0.40	2.82
Trade and apprenticeship	0.96	0.38	1.34
Clerical, sales	1.18	0.11	1.30
Plant and machinery	0.24	*0.05	0.29
Other	0.27	0.05	0.32
<i>All fields</i>	<i>7.35</i>	<i>1.81</i>	<i>9.17</i>
TOTAL			
	hours per employee		
Induction	0.38	*0.01	0.39
General supervision	0.27	0.04	0.31
General computing	0.21	0.09	0.30
Health and safety	0.18	0.05	0.23
Management and professional	0.50	0.35	0.85
Technical and para-professional	0.75	0.16	0.92
Trade and apprenticeship	0.49	1.14	1.63
Clerical, sales	0.58	0.09	0.67
Plant and machinery	0.23	*0.05	0.28
Other	0.13	0.03	0.16
<i>All fields</i>	<i>3.73</i>	<i>2.01</i>	<i>5.74</i>

(a) The total time receiving formal training averaged over the total number of employees. (b) Formal training was classified according to the main content of the course or program.



TABLE 13. PERCENTAGE OF EMPLOYERS REPORTING TRAINING — ALL EMPLOYERS  
PRIVATE SECTOR, FIELD OF TRAINING BY SIZE, JULY TO SEPTEMBER 1989

Field of training(a)	1 - 19 employees	20 - 99 employees	100 or more employees	Total
	per cent of employers			
Induction	1.6	12.8	39.1	3.3
General supervision	*1.4	7.9	39.3	2.7
General computing	2.6	17.6	45.8	4.8
Health and safety	*0.5	8.6	40.0	2.0
Management and professional	2.6	13.0	47.6	4.4
Technical and para-professional	*0.3	*4.9	25.0	1.2
Trade and apprenticeship	9.4	18.9	44.4	10.9
Clerical, sales	2.7	17.1	44.9	4.8
Plant and machinery	*0.1	*3.8	22.1	0.9
Other	*0.4	*2.1	14.0	0.8
Any field(b)	17.4	46.0	85.0	21.4

(a) Formal training was classified according to the main content of the course or program. (b) Percentage of employers reporting training in at least one field.



TABLE 14. AVERAGE TRAINING EXPENDITURE — ALL EMPLOYERS  
STATE, JULY TO SEPTEMBER 1989

	NSW	Vic.	Qld	SA	WA	Tas.	Aust.(a)
Total training expenditure	2.5	2.2	per cent of gross wages and salaries 1.9	2.5	1.6	1.6	2.2
Total training expenditure per employee	158.1	130.0	dollars 105.7	130.8	97.3	86.9	132.9
Training hours per employee	6.8	5.7	hours 4.4	5.9	4.3	4.3	5.7
Employers reporting training expenditure(b)	28.4	20.8	per cent of all employers 10.3	36.2	17.5	*22.2	22.1

(a) Includes NT and ACT. (b) The percentage of employers is based on the statistical unit for the survey (see Explanatory Notes, paragraphs 6 and 7).

TABLE 15. AVERAGE TRAINING EXPENDITURE — EMPLOYERS REPORTING TRAINING EXPENDITURE  
STATE, JULY TO SEPTEMBER 1989

	NSW	Vic.	Qld	SA	WA	Tas.	Aust.(a)
Total training expenditure	3.1	2.9	per cent of gross wages and salaries 2.5	3.0	2.1	2.1	2.9
Total training expenditure per employee	208.2	182.6	dollars 152.6	171.6	133.3	122.3	182.0
Training hours per employee	8.9	8.0	hours 6.3	7.7	5.9	6.0	7.9
Total training expenditure per training hour	23.3	23.0	dollars per hour 24.1	22.3	22.7	20.3	23.1

(a) Includes NT and ACT.



## EXPLANATORY NOTES

### Introduction

This publication contains results of the 1989 Employer Training Expenditure Survey (TES). The survey collected information on employer's expenditure in providing formal training for their employees over the period 1 July to 30 September 1989 (September quarter). A similar survey will be conducted in 1990.

2. Training expenditure included wages and salaries and other expenditure on formal training. The estimates of expenditure on training are expressed primarily as percentages of the employers' total gross wages and salaries expenditure for the September quarter. In addition, statistics are presented as costs (in dollars or hours) per employee.

3. Some tables present estimates produced only from those employers who reported some training expenditure for the period, i.e. those who provided or supported training of their employees in some way. The survey did not collect information on the number of employees who received training.

### Scope of the survey

4. The survey covered employers in all States and Territories and all industries except for employers primarily engaged in agriculture, forestry, fishing and hunting; private households employing staff; overseas embassies, consulates, etc.; and the Australian permanent defence forces.

### Survey design

5. A sample of approximately 2,000 employers was selected from the ABS register of businesses. The sample was stratified by sector, industry and employer size, and was optimally allocated to ensure adequate representation in each of these areas.

6. The statistical unit for the survey comprised all activities of an enterprise in a particular State or Territory. Each statistical unit was classified to an industry which reflected the predominant activity of the enterprise in the State or Territory. In a small number of cases where an enterprise had a significant number of employees in more than one industry, a separate statistical unit was created for each industry. In addition, a review of the ABS business unit definitions is presently in progress. This means that some statistical units will be based on the concept of the management unit rather than the enterprise. Management units have been developed in close consultation with employers to better reflect the organisational and accounting structures of business organisations. This change does not affect the quality of the statistics produced from this survey, but it does enable employers to more easily compile and report survey data.

7. The statistical units are referred to as employers in this publication.

### Survey data

8. The survey collected data on employers' formal training expenditure. Formal training is defined as

training activities which have a structured plan and format designed to develop job related skills and competence.

9. Despite the importance of informal training in improving job skills, informal training has been excluded from the scope of the survey because of the considerable difficulties associated with its measurement.

10. The TES collected data on gross wages and salaries for employees' time receiving and providing formal training, the number of hours receiving training, fees and other training expenditure. Data on the total number of employees and their gross wages and salaries for the quarter was also collected.

11. The survey covered all expenses incurred by employers in training their own employees, including all full-time, part-time, casual and temporary employees. The survey excludes the cost of training volunteers, customers or dealers etc. since they are not defined as employees.

12. The survey collected direct costs associated with training time. It excluded the replacement costs of employees on training courses. For example, if a bank teller undertook a training course and his/her normal work was done by a replacement teller, then the training cost collected in the survey was the bank teller's gross salary for time attending the training course. The survey excluded training undertaken outside normal working hours at no expense to the employer.

13. Data in the survey was recorded on a cash basis. Annual fees (such as enrolment fees for educational institutions) were only included if they were paid in the September quarter. They were not apportioned.

### Survey methodology

14. A three month reference period was used for the survey in preference to a full year reference period in order to minimise the inconvenience of the survey to respondents, to enable high quality data to be reported, and to satisfy the demand for timely results.

15. It was recognised that in adopting the three month period, seasonal influences may affect the results since the chosen period may not have been a typical period for training expenditure in 1989. To address this concern, questions on seasonality were included in the survey. The response showed that the September quarter was a representative period for 1989.

16. Employers were notified of their selection prior to the commencement of the survey reference period to ensure that they could provide accurate data. They were provided with a Guide containing: a specimen questionnaire; explanations of the concepts and definitions; and some worksheets to assist in the recording of data during the reference period. ABS officers discussed the requirements of the survey in detail with many employers to assist them in preparing for the survey.



### Reliability of estimates

17. Estimates are subject to sampling and non-sampling errors. These concepts are explained in Appendix B — Technical Note.

18. A Post Enumeration Survey was conducted to assess non-sampling errors and to review the survey questionnaire and methodology. The Post Enumeration Survey showed that employers reported accurate data overall.

19. The reliability of estimates is also affected by the level of response to a survey. Employers responded favourably to the TES, with 99 per cent providing completed survey questionnaires.

### Related publications

20. Background information on this survey discussing concepts, methodology and coverage of the 1989 TES is provided in *Information Paper: The Development of the Employer Training Expenditure Survey* (6355.0) issued on 24 October 1989.

21. Users may also wish to refer to the following publications which are available on request:

*How Workers Get Their Training, Australia, March to July 1989* (6278.0) — new issue to be released in May 1990

This publication will contain estimates of persons who had worked as a wage and salary earner in the last twelve months classified by educational attainment, work history, qualifications needed to obtain a job, training courses and on-the-job training undertaken in the last twelve months. Other details available include demographic and labour force characteristics such as age, gender and employment status.

*The Labour Force, Australia* (6203.0) — issued monthly

*Employed Wage and Salary Earners* (6248.0) — issued quarterly

*Major Labour Costs, Australia* (6348.0) — issued annually

*Distribution and Composition of Employee, Earnings and Hours, Australia* (6306.0) — issued annually

*Labour Statistics, Australia* (6101.0) — issued annually

*A Guide to Labour Statistics* (6102.0) — issued 10 February 1986

22. Current publications produced by the ABS are listed in the *Catalogue of Publications and Products, Australia* (1101.0). The ABS also issues, on Tuesdays and Fridays, a *Publications Advice* (1105.0) which lists publications to be released within the next few days. The Catalogue and Publications Advice are available from any ABS office.

### Unpublished statistics

23. As well as the statistics included in this and related publications, the ABS may have other relevant

unpublished data available. Inquiries should be directed to the contact person whose name appears at the front of this publication.

24. Subject to reliability and confidentiality constraints, unpublished estimates from the Training Expenditure Survey may be available for the following data items:

- Number of employees
- Employee gross wages and salaries
- Formal Training — in-house; external
  - Induction
  - General supervisory
  - General computing
  - Health and safety
  - Management and professional
  - Technical and para-professional
  - Trade and apprenticeship
  - Clerical and sales
  - Plant and machinery
  - Other
- Training personnel gross wages and salaries
- Fees paid to consultants for conducting in-house courses
- Fees paid for external courses
- Other training expenditure — in-house; external
  - Equipment
  - Travel, accommodation and meals for trainers and trainees to attend courses
  - Cost of training rooms
  - Payments to industry training bodies
  - Other expenditure
- Number of apprentices
- Number of Australian Traineeship System employees
- Training subsidies received from government sources
- Payments received from other employers
- Higher Education Contribution Scheme
- Scholarships and cadetships.

Estimates for any combination of these data items may be available.

25. Estimates of the data items can be readily provided for the following classifications.

- Sector
- Employer size
- Industry
- State
- Wage size
- All employers; Employers reporting training expenditure.

Additional classifications based on any of the above data items can also be produced.

26. The following measures are available:

- Training expenditure expressed as a percentage of total gross wages and salaries
- Training expenditure per employee
- Training hours per employee
- Training expenditure per training hour
- Total training expenditure.



### Symbols and other usages

- \* subject to sampling variability too high for most practical purposes. See *Appendix B — Technical Note*.
- .. not applicable
- n.p. not available for separate publication (but included in totals where applicable)

27. Where figures have been rounded, discrepancies may occur between sums of the component items and totals.

### Electronic services

**VIATEL** Key \*656# for selected current economic, social, and demographic statistics.

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- text and tables for selected Main Economic Indicator publications. Further information is available on (06) 252 5405.

### Floppy disk service

Selected ABS statistics are available on floppy disk. For further information phone (06) 252 6684.



## APPENDIX A:

## GLOSSARY

*All employers.* Estimates are based on all statistical units who reported at least one employee.

*Australian Traineeship System.* An employment scheme set up by the Commonwealth Government as a means of entry into non-trade employment for young people.

*Clerical, office, sales, and personal service training.* Programs that qualify or upgrade clerical, secretarial and receptionist skills, sales skills (e.g. insurance, real estate), bar and waiting skills and personal service skills (e.g. child care assistance, enrolled nursing, dental nursing, tourist guidance).

*Conferences and seminars.* The survey included training costs associated with conferences and seminars where the primary objective was training.

*Employees.* All persons who received a wage or salary during the survey reference period. All permanent, temporary, casual, managerial and executive employees are included. Part-time and casual employees who may have worked only a few hours during the reference period are included. Employees who commenced or terminated employment during the reference period are included. Employees on paid leave and those employees on workers' compensation who continue to be paid through the employer's payroll are also included. Excluded are casual employees who work on an irregular basis and who were not paid during the survey reference period, employees on leave without pay, on strike or stood down without pay for the whole of the reference period.

*Employees, number of.* The number of employees of an organisation who received pay for any part of the last pay period ending on or before 18 August 1989.

*Employees' wages and salaries for time receiving training.* Gross wages and salaries for the number of hours spent by employees receiving formal training including paid travel time. Amounts paid to employees who commenced or terminated employment during the survey reference period are also included.

*Employer size.* To produce statistics for various employer sizes, each statistical unit is allocated a size classification based on the number of employees reported. Refer to the Explanatory Notes paragraphs 6 and 7 for an explanation of the statistical unit.

*Employer wage size.* All employers in the survey have been classified to wage size according to the total amount paid to employees as gross wages and salaries in the survey reference period.

*Employers reporting training expenditure.* Estimates are derived from those statistical units which reported some training expenditure in the reference period.

*Equipment, training.* Payments for the purchase or hire of equipment for which the primary purpose is training. Payments for repairs and maintenance are also included. Depreciation on training equipment is excluded.

*External formal training.* Organised and conducted by training or educational institutions, agencies or consultants e.g. College of Technical And Further Education courses.

*Fees to consultants and institutions.* Fees paid to consultants, training companies, educational and training institutions for designing, conducting and evaluating training courses (e.g. Colleges of Technical And Further Education, Colleges of Advanced Education, Universities, Business Colleges, Skills Centres, Industry Training Institutes). Studies assistance paid to employees for attending courses. This includes scholarships, bursaries, reimbursements and book allowances paid to employees. All other costs in the full course fees (e.g. accommodation) are also included.

*Field of training.* The field of training classification used for the survey is based on the main content of each course/program. Each field appears as a separate entry in this glossary.

*Formal training.* All training activities which have a structured plan and format designed to develop job related skills and competence are defined as formal training. It consists of periods of instruction or a combination of instruction and monitored practical work. The instruction can take the form of workshops, lectures, tutorials, training seminars, audio-visual presentations, demonstration sessions or monitored self-paced training packages.

*General computing skills training.* Programs that provide skills in the use of micro, mini and mainframe computers, programming and use of software packages (e.g. spreadsheets, micro databases, desk-top publishing). Training designed for computer professionals is included under *Management and professional training*. Training in computer operating, word and data processing are included under *Clerical, office, sales, and personal service training*.

*General supervisory training.* Programs which qualify or upgrade skills in supervising staff.

*Gross wages and salaries.* Payments to all employees before tax and other items such as superannuation are deducted. Payments comprise ordinary time and overtime earnings; over-award payments; penalty payments, shift and other remunerative allowances; commissions and retainers; bonuses and similar payments; payments under incentive or piecework; payments under profit-sharing schemes; leave loadings; annual and long service leave payments; sick leave payments; advance and retrospective



payments; salaries and fees paid to company directors who are paid a salary, members of boards, committees, commissions, councils, etc.; amounts paid to employees on workers' compensation which are not covered by insurance, i.e. 'make-up' pay. Excluded are severance, termination and redundancy payments.

*Health and safety training.* Training in general health, fitness and safety.

*Higher Education Contribution Scheme.* A scheme designed to supplement the funding of higher education in Australia (also referred to as the 'graduate tax'). It requires contributions to be made by students towards the cost of their higher education undertaken from the start of 1989.

*In-house formal training.* Organised by employers primarily for their own employees, using the employers' own staff, or consultants e.g. where a consultant designs a program specifically for the employer. Note that in-house training could be conducted at an off-site location.

*Induction training.* New employee orientation.

*Industry.* Industry is classified according to the *Australian Standard Industrial Classification (ASIC) 1983 Edition* (1201.0).

*Informal training.* Is excluded from the scope of this survey, e.g. unstructured on-the-job training, being shown how to do things as the need arises, learning by doing a job.

*Management and professional training.* Programs that qualify or upgrade skills in organising and directing the major functions of an organisation in specialist management (e.g. financial, marketing) or professional occupations (i.e. those involving at least a three year degree/diploma).

*Net training expenditure.* Total training expenditure minus subsidies received for training.

*Other expenditure on formal training.* The total of expenditure on training equipment, travel, accommodation, meals, consumables, training rooms and payments to industry training bodies.

*Other training.* Formal training which can not be classified to the fields of training which have been described elsewhere. For example, training in literacy, numeracy, language and interpersonal skills (except where part of another field of training), trade union training.

*Paid time receiving training.* Refers to the reported hours of formal training received by all employees during the reference period. This includes travelling time.

*Payments received from other employers.* Payments received for other employees to attend in-house courses.

Includes payments received from individuals as well as other employers.

*Payments to industry training bodies.* Payments include donations and membership fees paid to educational institutions, training centres or Industry Training Committees and the purchase of equipment and materials donated to training institutions. Fees for training courses are excluded.

*Percentage of gross wages and salaries.* Estimates of training expenditure are expressed as a percentage of employers' total gross wages and salaries for the reference period. Training expenditure includes both wages and salaries and other expenditure.

*Plant and machinery operating and driving, labouring and related training.* Programs that qualify or upgrade skills in driving road or rail transport, operation of plant and machinery (e.g. forklift driving, cranes, drilling plants, chemical plants, metal presses, packaging machines), labouring and other assistance tasks (e.g. cleaning, security).

*Public trading enterprises.* Public sector enterprises predominantly engaged in the production of goods and services with an intention of maximising profits and financial returns with most operating costs being derived from trading activities.

*Reference period.* The survey collected employers' training expenditure during the period 1 July to 30 September 1989. The reference period for reporting all employees' total gross wages and salaries was all pay periods ending in the above period. The reference period for reporting the number of employees was the last pay period ending on or before 18 August 1989. All employees who received pay in that pay period were included.

*Scholarships and cadetships.* Educational awards provided by an organisation to employees or non-employees in order to undertake studies at tertiary institutions.

*Sector.* All statistical units are classified to the public or private sectors. The public sector includes local government authorities and all government departments, agencies and authorities created by, or reporting to the Commonwealth and State Parliaments. The remaining statistical units are classified as private sector.

*September quarter.* The period 1 July to 30 September.

*Subsidies and grants received from government sources.* These are grants or subsidies received from the government for formal training of employees (e.g. CRAFT, the proportion of Jobstart relating to formal training etc). Subsidies received outside the reference period are excluded.

*Subsidies received for training.* The sum of subsidies and grants received from government sources and payments



received from other organisations for allowing their employees to attend in-house courses.

*Technical and para-professional training.* Programs that qualify or upgrade skills in the work performed by technical officers and technicians in the medical, science and engineering fields (e.g. research, quality control, laboratory tests and drafting), air and sea technical work (e.g. piloting, air traffic control), registered nursing, community work, police work and child care co-ordination. Excluded is personal service training such as child care assistance, enrolled nurse and dental nurse training which are included in *Clerical, office, sales, and personal service training*.

*Total training expenditure.* The sum of employers' expenditure for employees' gross wages and salaries for time receiving and providing formal training, fees paid to consultants and institutions and other expenditure on formal training during the period 1 July to 30 September 1989.

*Trade and apprenticeship training.* Programs that qualify or upgrade skills in trades. For example in carpentry, bricklaying, plastering, plumbing, tiling; vehicle mechanics, panel beating, printing; toolmaking, metal fitting, aircraft maintenance; electrical fitting, electronics, radio and television services, computer services (hardware); butchery, baking, cooking, cheesemaking.

*Trainers' costs, fees to consultants and institutions.* See *Fees to consultants and institutions*.

*Trainers' costs, (including fees).* Employees' wages and salaries for time providing training plus fees paid to consultants and training institutions.

*Trainers' costs, wages and salaries for time providing training.* See *Wages and salaries for time providing training*.

*Training expenditure per employee.* Estimated training expenditure divided by the estimated total number of employees. The survey did not collect information on the number of employees receiving training.

*Training expenditure per training hour.* Estimated total training expenditure divided by the estimated total hours of training.

*Training hours per employee.* The estimated total number of hours of training received divided by the estimated total number of employees. The survey did not collect information on the number of employees receiving training.

*Training rooms.* Costs include the rent, lease and purchase of training rooms and trainers' office space. Depreciation on training rooms is excluded.

*Travel, accommodation and meals.* Payments for trainers and trainees to attend courses including fares (air, taxi, hire car etc), travel allowances, incidental travel expenses, accommodation, meals, morning and afternoon tea and kilometre allowances.

*Wages and salaries for time providing training.* The gross wages and salaries for the time spent by any employee providing formal training for employees of the organisation. This includes the development, delivery, evaluation and administration of formal training. Also included is paid time and wages of support staff for time spent on activities related to the provision of training.



## APPENDIX B:

## TECHNICAL NOTE

Estimates in this publication are subject to sampling variability because they are based on information relating to a sample of employers rather than a full enumeration, (i.e. they may differ from figures that would have been produced if the information had been obtained from all employers). This difference, called sampling error, should not be confused with inaccuracy that may occur because of imperfections in reporting by respondents; such inaccuracy is referred to as non-sampling error and may occur in any enumeration, whether it be a full count or sample.

Efforts have been made to reduce the non-sampling error by careful design of questionnaires and detailed checking of completed returns. In order to minimise underenumeration, all employers in the survey were advised of their selection prior to the commencement of the reference period and encouraged to keep records of expenditure during the reference period, rather than relying on recall at the conclusion of the reference period.

The sampling error associated with any estimate can be estimated from the sample results. One measure of sampling error is given by the standard error which indicates the degree to which an estimate may vary from the value that would have been obtained from a full enumeration (the 'true' figure). There are about two chances in three that a sample estimate differs from the true value by less than one standard error, and about nineteen chances in twenty that the difference will be less than two standard errors.

If the standard error of an estimate is large relative to the size of the estimate, the usefulness of that estimate is seriously impaired. For the tables in this publication, estimates with standard errors greater than 25 per cent of the estimate have been labelled with an asterisk.

Standard errors for some of the different measures of training expenditure classified by sector and employer size are shown in Table B1. Table B2 contains standard errors for estimates of training expenditure expressed as a percentage of gross wages and salaries classified by industry and employer size.

An example of the use of standard error follows. The estimate of total training expenditure expressed as a percentage of gross wages and salaries (GWS) for the private sector and employment size of 1-19 employees is 0.9% (see Table 1). From Table B1 this estimate has a relative standard error of 14.0%, and thus an absolute standard error of  $(14.0\% \times 0.9\%)$  of GWS, or 0.1% of GWS. Hence, the estimate minus one standard error is  $0.9 - 0.1$ , or 0.8% of GWS, and the estimate plus one standard error is  $0.9 + 0.1$ , or 1.0% of GWS. Similarly, the estimate plus and minus two standard errors is 0.7% and 1.1% respectively. There would, therefore be about two chances in three that a full enumeration would have given a figure in the range 0.8% to 1.0% and about nineteen chances in twenty that it would be in the range 0.7% to 1.1%. This is shown in Diagram B1.

DIAGRAM B1. PROBABILITY DISTRIBUTION OF THE ESTIMATE OF TOTAL TRAINING EXPENDITURE

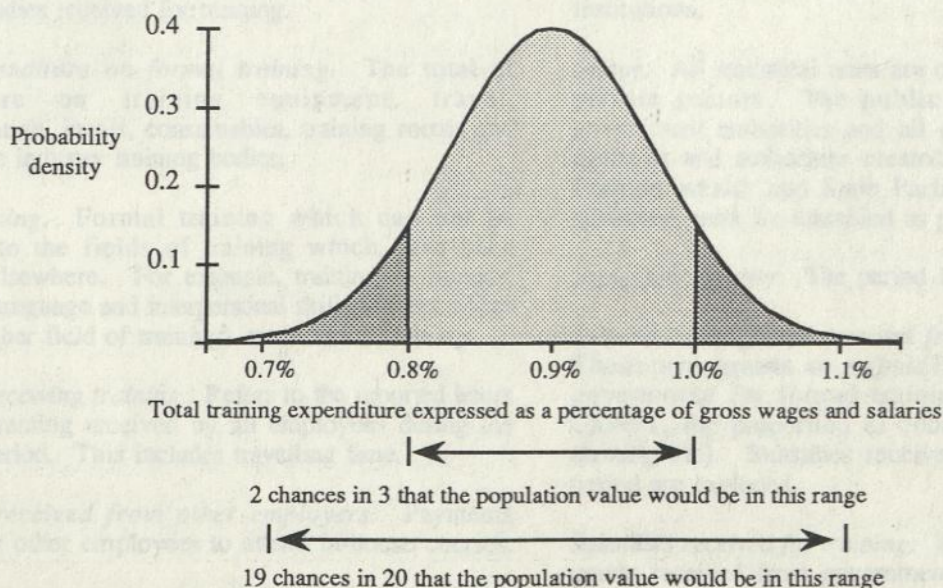




TABLE B1. RELATIVE STANDARD ERRORS FOR AVERAGE TRAINING EXPENDITURE — ALL EMPLOYERS  
SECTOR BY EMPLOYER SIZE, JULY TO SEPTEMBER 1989

	1 - 19 employees	20 - 99 employees	100 or more employees	Total
PRIVATE				
		relative standard error %		
Total training expenditure	14.0	14.3	6.0	5.3
Total training expenditure per employee	14.1	15.0	6.5	5.6
Training hours per employee	13.5	11.7	6.0	5.1
Employers reporting training expenditure	9.8	9.1	3.4	7.4
PUBLIC				
		relative standard error %		
Total training expenditure	40.4	22.0	2.7	2.7
Total training expenditure per employee	42.0	20.8	2.9	2.9
Training hours per employee	44.1	23.2	3.4	3.4
Employers reporting training expenditure	37.2	0.0	1.2	10.8
TOTAL				
		relative standard error %		
Total training expenditure	13.8	13.1	3.2	3.2
Total training expenditure per employee	14.0	13.7	3.5	3.5
Training hours per employee	13.5	10.9	3.5	3.4
Employers reporting training expenditure	9.6	8.6	2.6	7.0

TABLE B2. RELATIVE STANDARD ERRORS FOR AVERAGE TRAINING EXPENDITURE — ALL EMPLOYERS  
SECTOR BY INDUSTRY, JULY TO SEPTEMBER 1989

Industry	Private			Total Private and Public		
	In-house	External	Total	In-house	External	Total
			relative standard error %			
Mining	30.8	26.1	29.1	26.0	24.1	25.0
Manufacturing	8.8	7.7	7.7	8.1	7.5	7.2
Electricity, gas and water	5.8	7.4	5.8	5.4	12.1	4.8
Construction	47.7	23.4	20.1	28.3	19.3	15.6
Wholesale and retail trade	14.8	11.7	11.6	14.7	11.5	11.4
Transport and storage	29.6	66.2	47.1	16.1	36.3	16.4
Communication	60.4	38.3	51.0	5.5	5.7	5.4
Finance, property and business services	11.4	13.6	10.1	10.0	12.5	9.0
Public administration and defence	..	..	..	10.7	13.9	8.7
Community services	24.4	21.6	21.6	5.9	8.9	5.9
Recreational, personal and other services	50.7	28.4	26.7	34.4	25.0	22.3
All industries	6.3	5.9	5.3	3.5	4.3	3.2



# ***HOW WORKERS GET THEIR TRAINING, AUSTRALIA, 1989***

This new publication to be released in May 1990 provides current information from a household based survey on training and education undertaken by people who had worked as wage or salary earners during the 12 months ending July 1989. It will answer, for the first time, questions on the types of people getting training and how much training they are getting.

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- time spent on training courses
- type of support provided by employers for training

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